

GARY LOCKE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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April 23, 2002

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TO: Agency Directors

OFM DIRECTOR'S OFFICE

FROM: Jennifer Joly, Legislative Director

SUBJECT: PROCEDURES FOR 2003 AGENCY REQUEST LEGISLATION

First, let me extend my thanks for your extraordinary work during the 2002 Legislative Session. While the revenue loss posed unique challenges, we accomplished many of the Governor's key objectives. The assistance that you and your staff provided is certainly appreciated.

As in past years, Governor Locke requires that all agency request legislation receive prior approval before it is submitted to the Legislature. Agencies are encouraged to focus on legislation that promotes the Governor's top priorities, including achieving greater efficiency in conducting state business, strengthening education, and promoting economic recovery. As always, thorough stakeholder work is a critical component of the process, and packages lacking in this element will not be approved.

As a preview of request proposals, agencies are first asked to submit a memorandum describing potential policy or budget initiatives that will require legislation, and to the extent feasible, budget estimates associated with them. We also welcome your suggestions for possible executive request legislation. This preview information is due **May 22, 2002** and should be sent to Patsy Ellis, Governor's Executive Policy Office, Room 100, Insurance Building, MS 43113, 902-0641, patsy.ellis@ofm.wa.gov.

With respect to formal agency request legislation, generally, the process that has been in place for the last several years will continue. (See attached Requirements and Procedures.) **However, delivery of legislation with fiscal impacts must coincide with the agency budget submittal. Agencies budget submittal dates are August 5, 2002 or September 6, 2002. Please check the budget instructions for the submittal date for your agency.** The deadline for submittal of all remaining agency request packages (i.e., bills with statutory changes that do not have fiscal impacts) is **September 30, 2002**. All packages should be delivered to Patsy Ellis.



Agency Directors
April 22, 2002
Page 2

It is requested that packages requiring commission or advisory committee endorsement be presented on agendas that will allow compliance with the above noted deadlines. As a reminder, even if an agency request bill was approved in a prior year, it must be submitted again for approval this year. For bills that you intend to resubmit, please note your suppositions regarding why the measure was not adopted by the 2002 Legislature.

Our objective is to have all gubernatorial decisions on your bills by the end of October, with the exception of bills that have fiscal impact. Those bills will be coordinated with the preparation of the Governor's biennial budget request submitted in December.

If you have questions concerning this process, please contact me at 902-0484, or Patsy Ellis at 902-0641.

Attachments
cc: Legislative Liaisons

Agency Request Legislation Requirements and Procedures

- Unless approved by Governor Locke through this review process, legislation may not be forwarded to the Legislature.
- Agency request bills should be limited to topics furthering agency and state goals.
- The agency director is responsible for reviewing and approving each bill proposal before it is submitted.
- The staff person responsible for each proposal and the assistant attorney general responsible for legal review should be thoroughly familiar with the proposed bill and be prepared to answer questions about it.
- Proposals are subject to the following deadlines:
 - August 5, 2002 – legislation with fiscal impacts *for agencies with an August 5 budget submittal due date.*
 - September 6, 2002 – legislation with fiscal impacts *for agencies with a September 6 budget submittal due date.*
 - September 30, 2002 – legislation without fiscal impact, as proposed by any state agency.
- If you find it necessary to submit bill proposals after the applicable deadline, you must obtain written approval before that date. These extension requests should be submitted in writing to Patsy Ellis, Governor's Executive Policy Office, P.O. Box 43113, Olympia, WA 98504-3113, as soon as you know that you will not be able to meet the deadline. The request should include a description of the proposal, the reason for the delay, and the date by which a complete package will be submitted for review.
- A bill proposal will not be reviewed until a complete package is received, **including stakeholder collaboration.**
- Once approved, each agency is responsible for finding legislative sponsors for approved bill proposals. If a proposal has been disapproved or held in the course of this review process, do not solicit legislative support or seek support of other individuals or organizations.

Agency Name: _____

**Agency Contact/
Phone Number:** _____

Request Title: _____

Z-Draft Number: _____

Agency Request Legislation Checklist

A complete package for bills includes **three** paper copies of the following eight items. Agencies should feel free to use the electronic fiscal note system to prepare these fiscal notes, but should not submit them electronically to OFM.

Agency request legislation will not be reviewed until these items are received:

- ☐ A completed checklist for each proposal.
- ☐ A statement of need for the bill and/or the problem it is designed to correct in language that is understandable to non-technicians.
- ☐ A summary of the major provisions of the bill and their impact on current law.
- ☐ A thorough list of all other government agencies affected by the bill, a summary of their positions, and each agency's representative who may be contacted on the issue. If no other government agency is affected, please indicate.
- ☐ A thorough list of all stakeholders and stakeholder groups affected by the bill, **a summary of each stakeholder position**, and the name and phone number of each person contacted.
- ☐ Names, titles, and phone numbers of staff responsible for policy questions, and the assistant attorney general responsible for legal questions.
- ☐ A Code Reviser's draft of the proposed bill (Z-drafts only).
- ☐ A fiscal note, **even if there is no fiscal impact. When your proposed bill has a fiscal impact on other agencies, those agencies' fiscal notes must be included in your package.** Please note that fiscal impacts associated with agency request legislation must also be included in a decision package in the agency's supplemental budget request.